Test Setup

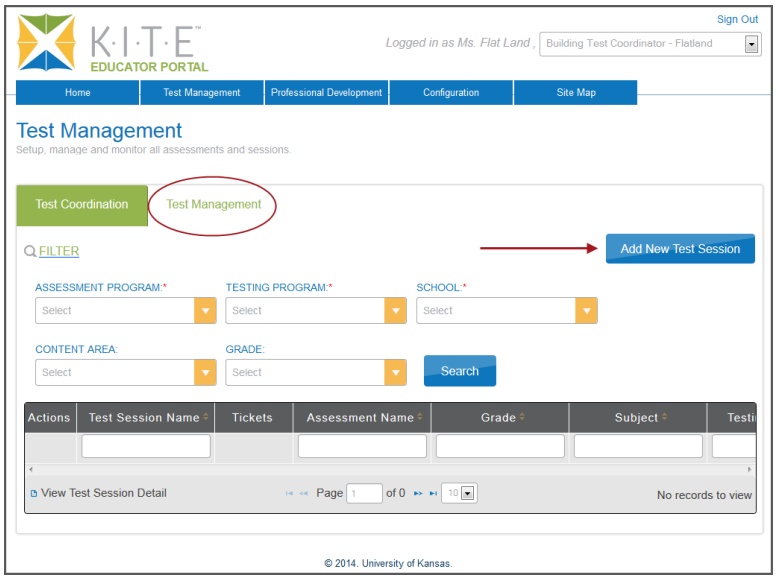
For each test that students will take, you must create a test session. This section contains procedures for creating a test session and editing a test session.

Creating a Test Session

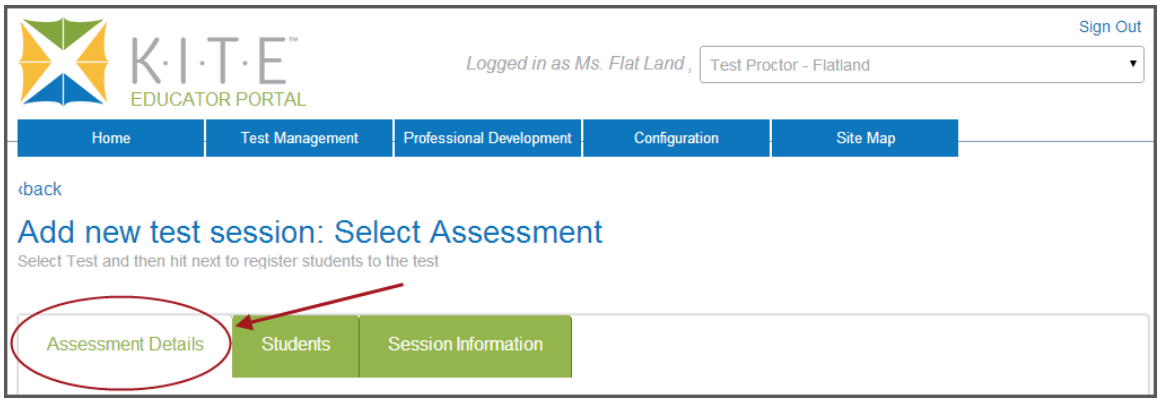
As part of creating a test session, you assign students to and name the test session. To create a test session, perform the following steps.

1. Log in to KITE Educator Portal.
2. Click the Test Management tab.

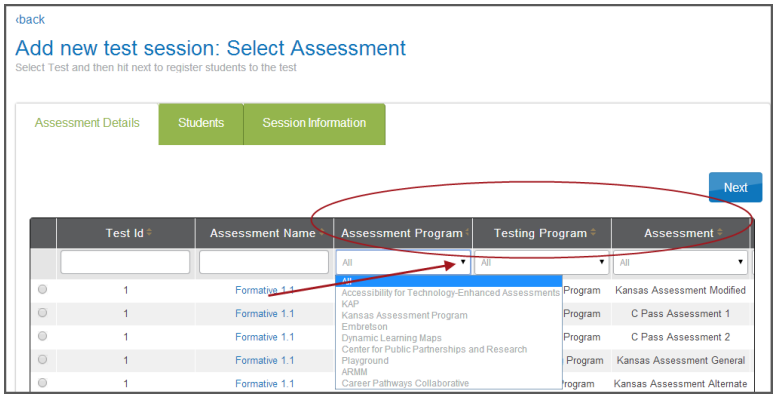
3. Click the Test Management subtab (in some user roles, this is the default page).
4. Click Add New Test Session.



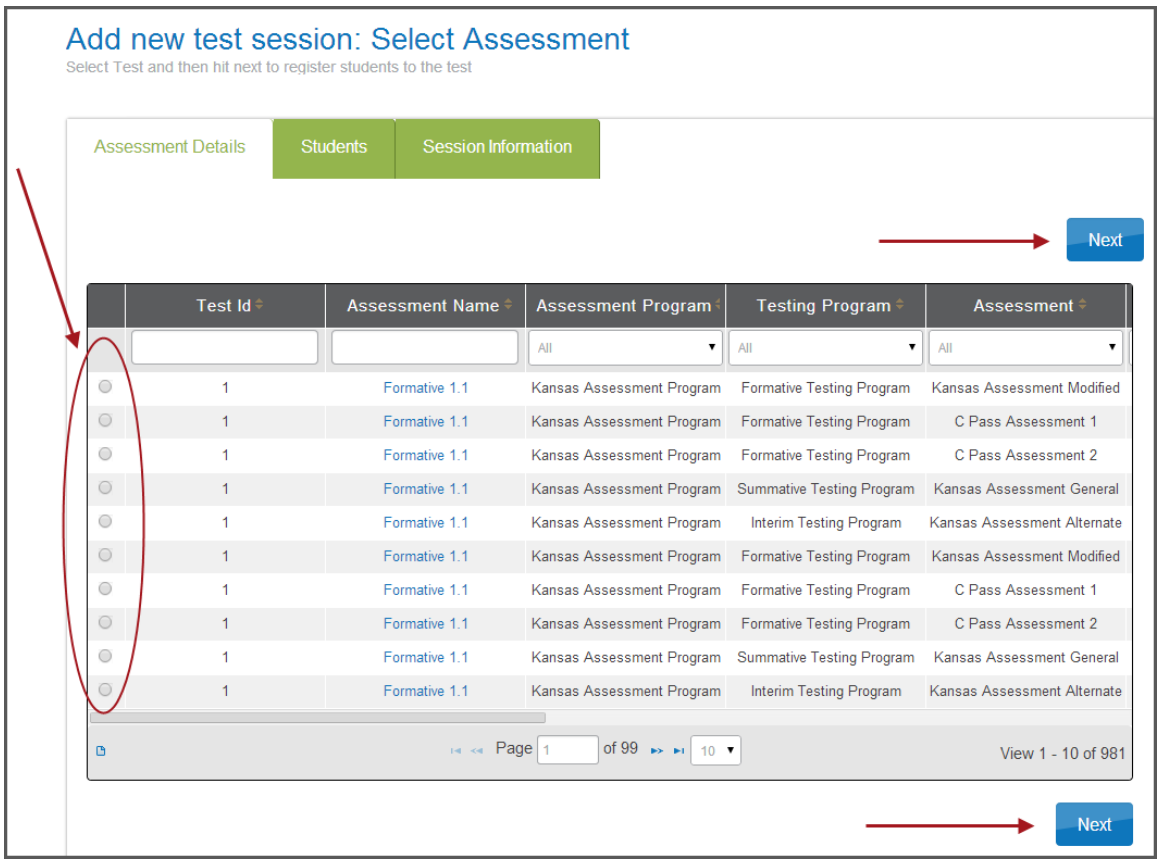
5. On the Select Assessment screen, ensure that the Assessment Details tab is selected.



Note: You can filter the tests using the drop-down menus in the Assessment Program, Testing Program, and Assessment columns.



6. On the left side of the screen, click the radio button to select the appropriate test.
7. Click Next at the top or bottom of the screen.

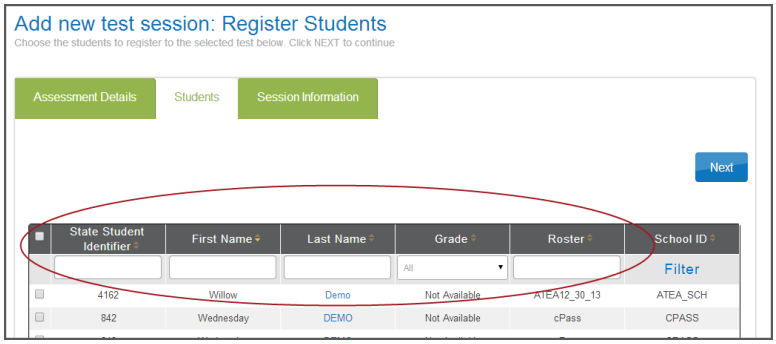

Add new test session: Select Assessment
Select Test and then hit next to register students to the test
Assessment Details
Students
Session Information
Next
Test Id
Assessment Name
Assessment Program
Testing Program
Assessment
All
1 Formative 1.1 Kansas Assessment Program Formative Testing Program Kansas Assessment Modified
1 Formative 1.1 Kansas Assessment Program Formative Testing Program C Pass Assessment 1
1 Formative 1.1 Kansas Assessment Program Formative Testing Program C Pass Assessment 2
1 Formative 1.1 Kansas Assessment Program Summative Testing Program Kansas Assessment General
1 Formative 1.1 Kansas Assessment Program Interim Testing Program Kansas Assessment Alternate
1 Formative 1.1 Kansas Assessment Program Formative Testing Program Kansas Assessment Modified
1 Formative 1.1 Kansas Assessment Program Formative Testing Program C Pass Assessment 1
1 Formative 1.1 Kansas Assessment Program Formative Testing Program C Pass Assessment 2
1 Formative 1.1 Kansas Assessment Program Summative Testing Program Kansas Assessment General
1 Formative 1.1 Kansas Assessment Program Interim Testing Program Kansas Assessment Alternate
Page 1 of 99 10
View 1 - 10 of 981
Next

Adding Students to a Test Session

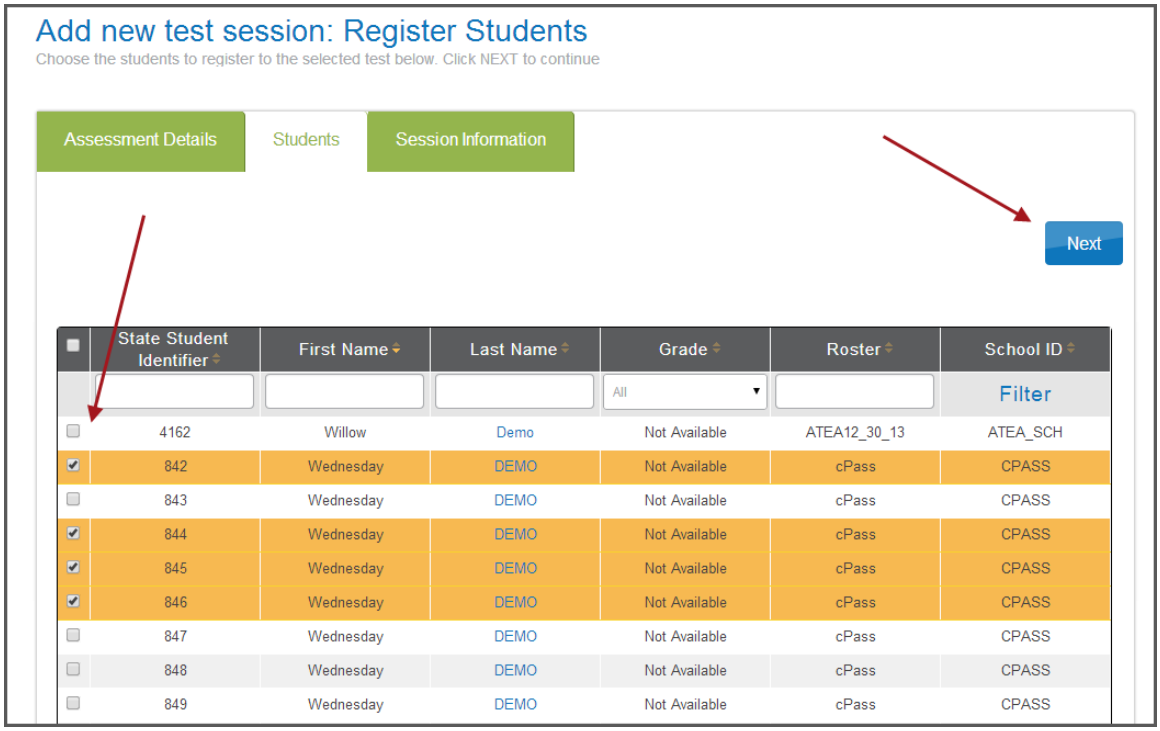
Once a test is created, you must add students to that testing session.

To add students to the test session, perform the following steps.

Note: You can filter students' names by entering information in the fields under the column field names.



1. Click the box to select the student(s) you want to add to the test session.
2. Click Next.


Add new test session: Register Students
Choose the students to register to the selected test below. Click NEXT to continue
Assessment Details
Students
Session Information
Next
State Student Identifier
First Name
Last Name
Grade
Roster
School ID
All
Filter
4162 Willow Demo Not Available ATEA12_30_13 ATEA_SCH
842 Wednesday DEMO Not Available cPass CPASS
843 Wednesday DEMO Not Available cPass CPASS
844 Wednesday DEMO Not Available cPass CPASS
845 Wednesday DEMO Not Available cPass CPASS
846 Wednesday DEMO Not Available cPass CPASS
847 Wednesday DEMO Not Available cPass CPASS
848 Wednesday DEMO Not Available cPass CPASS
849 Wednesday DEMO Not Available cPass CPASS

3. Type a short but descriptive test session name in the Test Name field.

Note: You will not be able to delete or rename the test session, so you should determine a naming scheme that works for your location.

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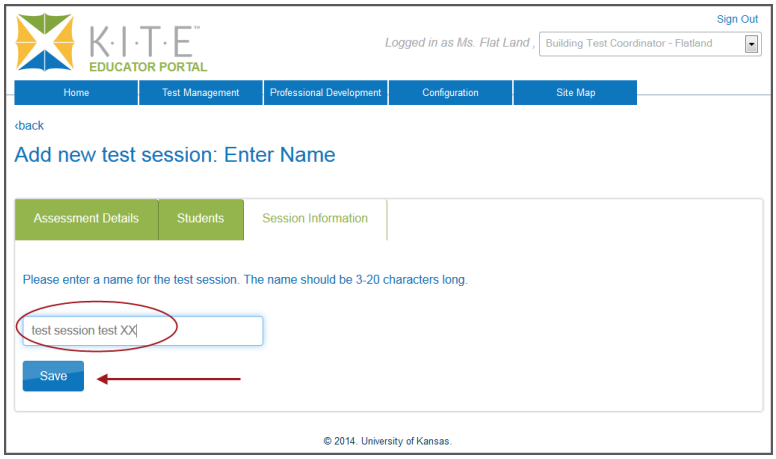
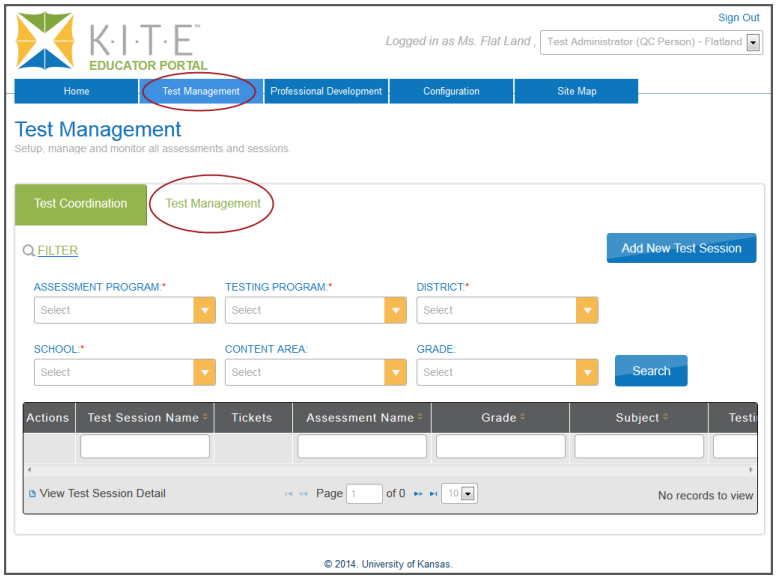
4. Click Save.



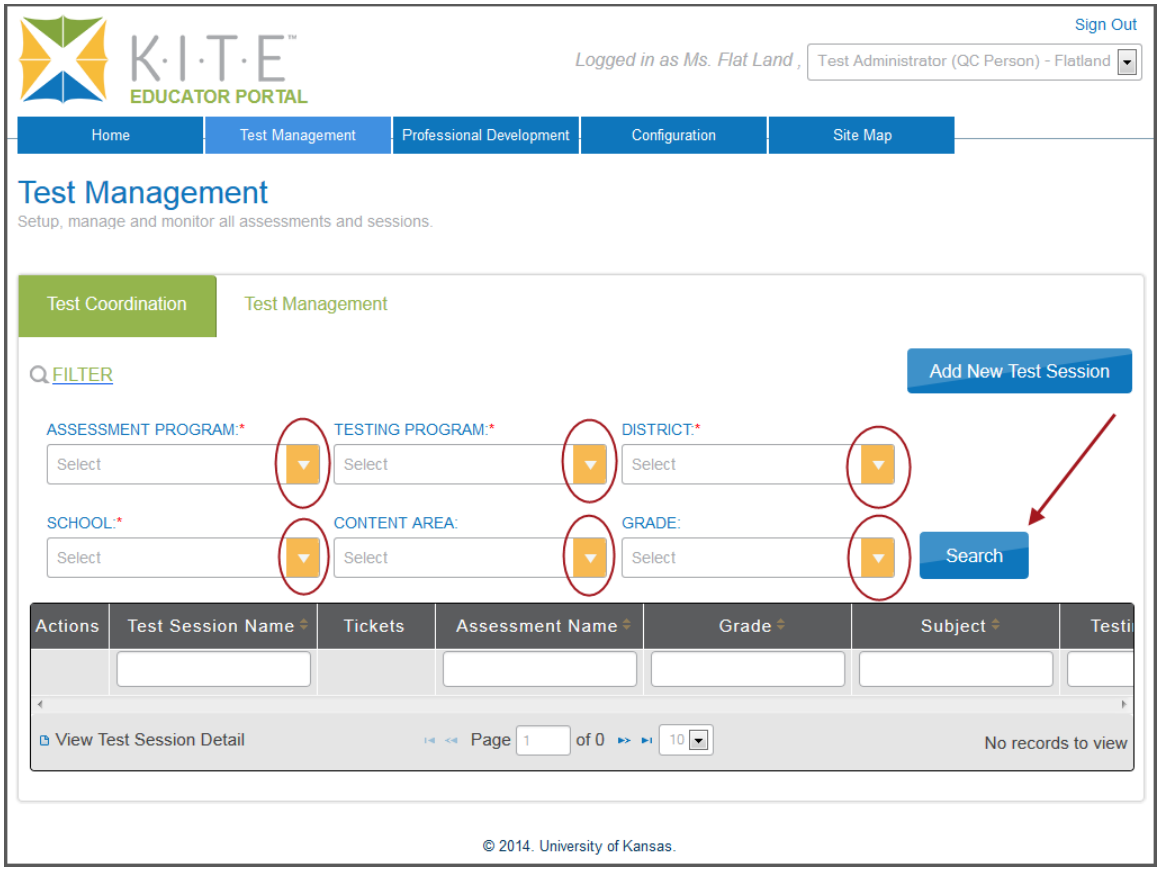
Editing a Test Session

After creating a test session, you can view and edit the names of students that are in that test session. To add or remove a student's name from a test session, perform the following steps.

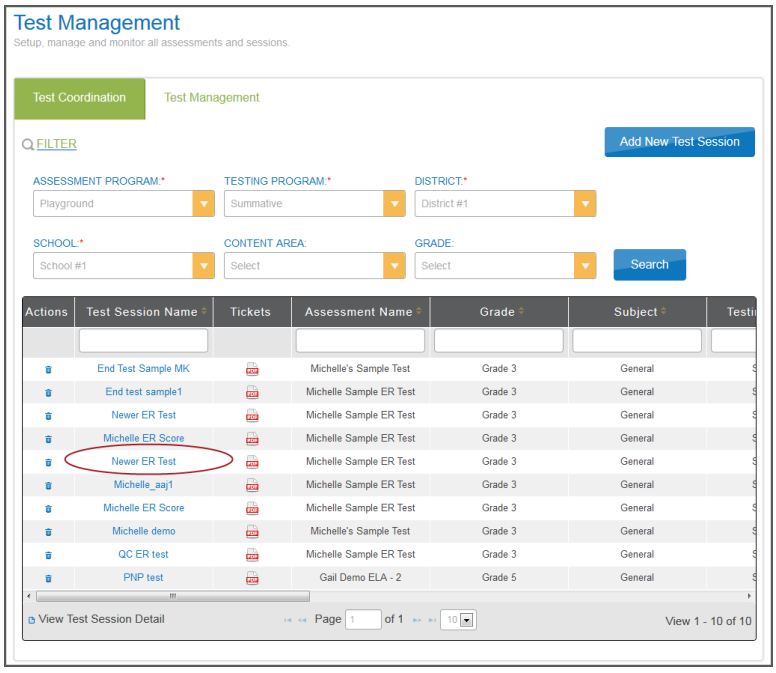
1. Log in to KITE Educator Portal.
2. Click the Test Management tab.
3. Click the Test Management subtab.



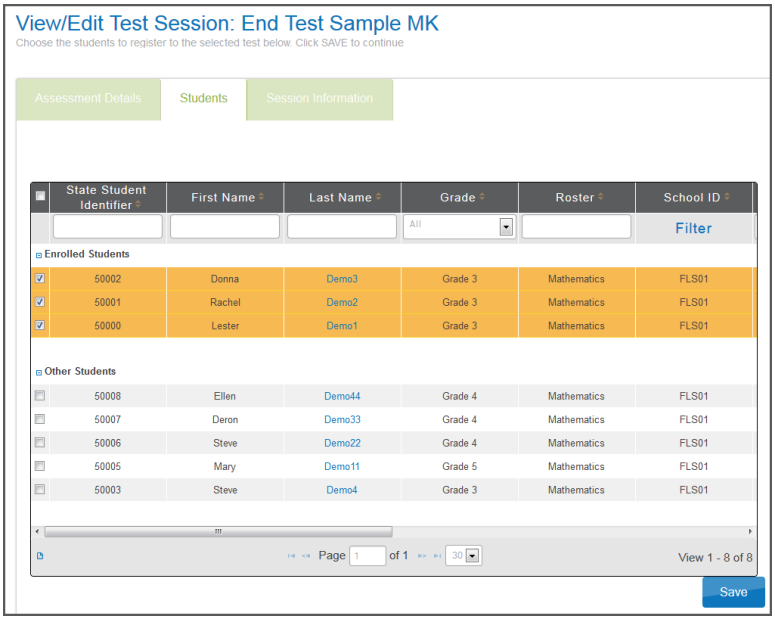
4. In the Assessment Program drop-down menu, select the assessment program.
5. In the Testing Program drop-down menu, select the testing program.
6. In the District drop-down menu, select the district (this field only appears for high-level roles).
7. In the School drop-down menu, select the school.
8. In the Content Area drop-down menu, select the content area, if desired.
9. In the Grade drop-down menu, select the grade, if desired.
10. Click Search.



11. In the Test Session Name column, click the test session you wish to edit.

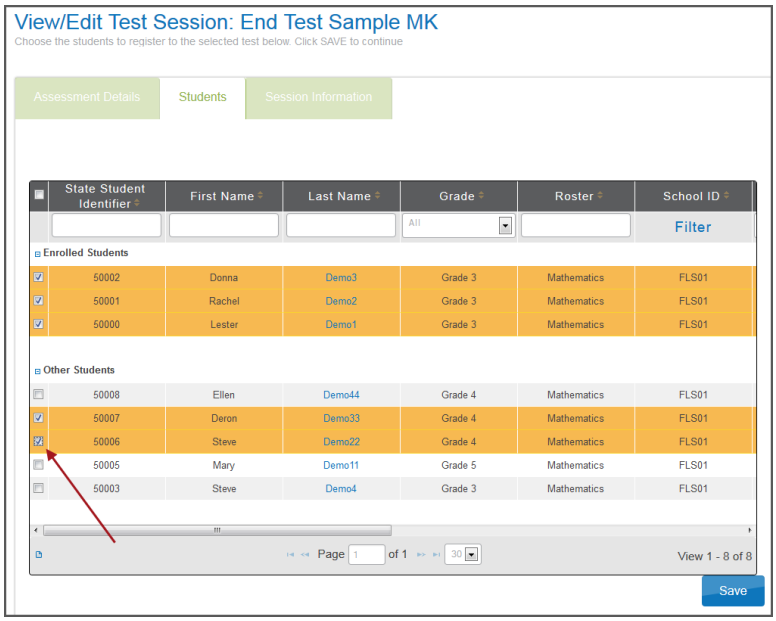


The View/Edit Test Session window appears.

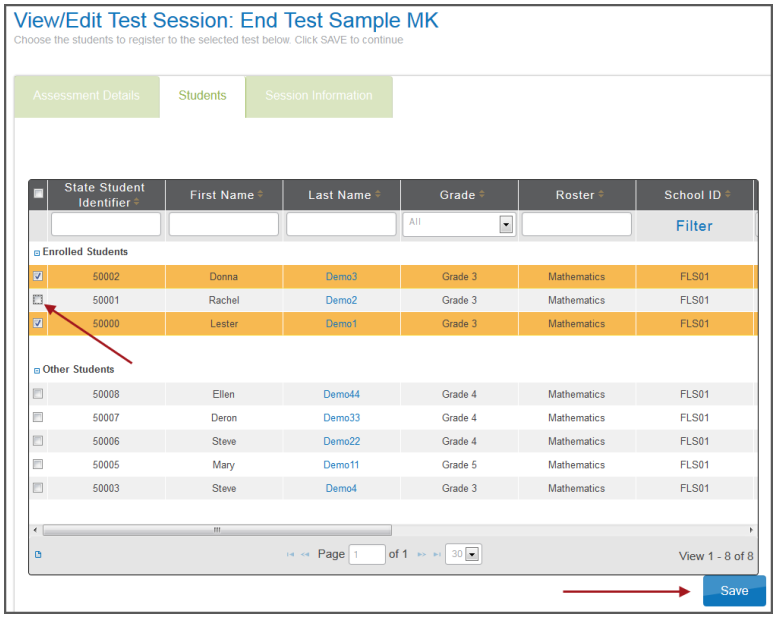

View/Edit Test Session: End Test Sample MK
Choose the students to register to the selected test below. Click SAVE to continue
Assessment Details
Students
Session Information
State Student Identifier
First Name
Last Name
Grade
Roster
School ID
Filter
Enrolled Students
50002 Donna Demo3 Grade 3 Mathematics FLS01
50001 Rachel Demo2 Grade 3 Mathematics FLS01
50000 Lester Demo1 Grade 3 Mathematics FLS01
Other Students
50008 Ellen Demo44 Grade 4 Mathematics FLS01
50007 Deron Demo33 Grade 4 Mathematics FLS01
50006 Steve Demo22 Grade 4 Mathematics FLS01
50005 Mary Demo11 Grade 5 Mathematics FLS01
50003 Steve Demo4 Grade 3 Mathematics FLS01
Page 1 of 1
View 1 - 8 of 8
Save

Note: Students' names currently registered for the test appear highlighted at the top of the screen under Enrolled Students.

12. To add a student's name to the session, click the box next to the appropriate student's name in the Other Students section.


View/Edit Test Session: End Test Sample MK
Choose the students to register to the selected test below. Click SAVE to continue
Assessment Details
Students
Session Information
State Student Identifier
First Name
Last Name
Grade
Roster
School ID
Filter
Enrolled Students
50002 Donna Demo3 Grade 3 Mathematics FLS01
50001 Rachel Demo2 Grade 3 Mathematics FLS01
50000 Lester Demo1 Grade 3 Mathematics FLS01
Other Students
50008 Ellen Demo44 Grade 4 Mathematics FLS01
50007 Deron Demo33 Grade 4 Mathematics FLS01
50006 Steve Demo22 Grade 4 Mathematics FLS01
50005 Mary Demo11 Grade 5 Mathematics FLS01
50003 Steve Demo4 Grade 3 Mathematics FLS01
Page 1 of 1
View 1 - 8 of 8
Save

13. To remove a student's name from the session, click the box next to the appropriate student's name in the Enrolled Students section.
14. Click Save.


View/Edit Test Session: End Test Sample MK
Choose the students to register to the selected test below. Click SAVE to continue
Assessment Details
Students
Session Information
State Student Identifier
First Name
Last Name
Grade
Roster
School ID
Filter
Enrolled Students
50002 Donna Demo3 Grade 3 Mathematics FLS01
50001 Rachel Demo2 Grade 3 Mathematics FLS01
50000 Lester Demo1 Grade 3 Mathematics FLS01
Other Students
50008 Ellen Demo44 Grade 4 Mathematics FLS01
50007 Deron Demo33 Grade 4 Mathematics FLS01
50006 Steve Demo22 Grade 4 Mathematics FLS01
50005 Mary Demo11 Grade 5 Mathematics FLS01
50003 Steve Demo4 Grade 3 Mathematics FLS01
Page 1 of 1
View 1 - 8 of 8
Save